



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING TECHNICIAN

\$2,638-\$3,209

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES: Under close supervision of the Accounting Administrator I (Supervisor), the incumbent performs technical and semi-professional accounting work in the maintenance and reporting of financial records for specialized agency activities within the Tax and Securities Unit of the Accounting Services Bureau. Duties include: Record incoming tax returns in the tax database by tax return type. Sort tax returns by tax type and by three criteria: returns with refunds, returns with amounts reported, and returns with zero business for the tax year. Review and verify insurer's and surplus line broker's payment history to assist tax auditors with tax return processing. Print payment history and prepare batches to assist the tax return auditors. Scan tax returns by batch number to the shared drive. Assist with processing the less difficult tax returns as needed. Review and verify the surplus line broker's monthly payment vouchers and compare to the Oracle system to ensure payments have been made accurately and timely.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Technician #192-1741-008" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: July 15, 2013 – Close of Business (5:00 p.m.)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

07/03/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
